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0211

DDA 77-5418

4 OCT 1977

MEMORANDUM FOR: Director of Finance

FROM:

Chief, Management & Assessment Staff, DDA

SUBJECT: Management Objectives for Fiscal Year 1978

REFERENCES:

- a. Mult Adse Memo fm A/DDA dtd 8 Aug 77;
Subj: Directorate MBO Program for
FY 1977 & FY 1978 (DDA 77-4457)
- b. Mult Adse Memo fm C/MAS/DDA dtd 14 Sep 77;
Subj: DDA Office Management Conferences
(DDA 77-5080)

1. Mr. Malanick has completed his review of the objectives proposed for FY 1978 and has accepted as DDA Objectives those listed in Attachment A.

2. In his review of OF's recommended objectives, Mr. Malanick requested that:

a. objective OF-22-77 be continued into FY 1978 and amended to include updating of the Handbooks;

b. an objective proposed by OP for a study on the feasibility of a CIA Retirement Services Center be undertaken as joint objective with OF (OF-23-78) (copy of OP's objective proposal is attached--Attachment C);

c. OF initiate action to capitalize on the "state of the art" in pocket calculators and other equipment used by Finance careerists as personal "tools" to improve employee efficiency (OF-29-78);

d. in concert with OL undertake a joint objective in coordination with O/Comptroller leading to adoption of procedures for direct funding of all material procurement and to terminating the MPA/PRA procedures (OF-28-78); and

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ILLEGIB

SUBJECT: Management Objective

e. OP take positive individuals the information in the computer systems. (A copy of their FY 1977 management D.)

3. As he discussed with you at the Morning Meeting of 28 September, he intends to conduct two types of management conferences during the coming year. The first series of conferences will address "regular" objectives with each Office Director in a mode similar to that followed in the past. The second series of conferences will cover objectives involving ADP activities in which ODP has some degree of involvement. The Directors of those Offices that are concerned will meet in joint session at these management conferences.

4. The agenda for the management conferences that are scheduled for October (confirming updated schedule--Attachment B) will provide the opportunity for review of the action plans for the "regular" FY 1978 objectives and for the final report on the status of FY 1977 objectives as described in referent b.

5. Formulation of a pattern for the FY 1978 joint management conferences on ADP objectives has not been completed as yet. As mentioned by Mr. Malanick at his Morning Meeting, he plans to hold the ADP management conferences less frequently than the bimonthly conferences for "regular" objectives--perhaps at 3 or 4 month intervals. Thus, it is anticipated that the first joint management conference on ADP objectives will not be held before January 1978. We will advise you of the design for the FY 1978 ADP management conferences as soon as it is finalized.

25X1A

Attachments:

- A. List of Objectives
- B. Updated Schedule
- C. OP Objective Proposal
- D. OP Action Plan

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27 September 1977

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A/DDA ACTION ON PROPOSED FY 1978 OBJECTIVES

OFFICE OF FINANCE

ACCEPTED AS DDA OBJECTIVE

<u>REGULAR</u>	<u>ADP</u>	<u>OTHER</u>
OF-23-78 Feasibility of CIA's Retirement Services Center (joint with OP)***	OF-05-76 CONIF III	OF-17-77 Payroll Legal Requirements*
OF-22-78 Regulations/Handbook Update***	OF-16-77 GAS Enhancements	OF-20-77 Electronic Funds Transfer (ETF) for CIA Annuitants*
OF-29-78 Upgrade equipment to extent permitted by "state of the art" for use by Finance careerists worldwide.***	OF-25-78 Payroll system interface (PERSIGN, PERINSURE, CENCO)	OF-23-77 Program Mission Evaluation**
OF-30-78 Booklet on Information Available in Finance Systems***	OF-26-78 Full Automation of Agent payroll (formerly carried under OF-18-77)	OF-24-77 Electronic Time & Attendance Reporting (ETAR)****
OF-28-78 Validate previous findings on PPA/PRA studies and initiate procedures for conversion to direct funding for all material procurement (joint with OL and in coordination with O/Compt)***	OF-27-78 Full Automation CIARDS annuity payroll (formerly carried under OF-18-77)	
TOTALS 5	5	4

*To be completed in December 1977

**Recommended Office Level MBO

***DDA added objectives

****To be tracked under CRAFT/AFT

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V
ATTACHMENT

29 September 1977

REVISED SCHEDULE
DDA MANAGEMENT CONFERENCES (REGULAR)
OCTOBER 1977

OFFICE	DATE	TIME
OF	17 October 1977	1:30
ISAS	18 October 1977	1:30
OP	19 October 1977	1:30
OMS	20 October 1977	1:30
IPS	21 October 1977	1:30
ODP	25 October 1977	1:30
OC	26 October 1977	1:30
OS	27 October 1977	1:30
OL	28 October 1977	1:30
MAS	31 October 1977	1:30
OTR	1 November 1977	1:30

ATTACHMENT
B

ADMINISTRATIVE - INTERNAL USE ONLY

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Proposed Objectives

OFFICE OF PERSONNEL

NUMBER: OP-24-78

SHORT TITLE: Creation of a CIARDS Retirement Services Center.

STATEMENT OF OBJECTIVE: Develop a CIARDS Retirement Services Center by combining the Annuitant Section of OP/RAD with the CIARDS Unit in the Office of Finance. The physical and organizational location of the new Center within DDA will be determined later.

EXPLANATION: Both the Op/Annuitant Section and the OF/CIARDS Unit are involved with matters pertaining to CIARDS annuitants and frequently must coordinate with each other in the preparation of correspondence responding to questions or problems raised by CIARDS retirees. Thus, it appears logical from a work efficiency standpoint to co-locate and combine these two units organizationally. Such action should result in prompter response and may possibly result in some saving in total person-power requirements. With the continually increasing number of CIARDS annuitants and/or their survivors or dependents expected over the next 10 or 15 years, the workload and importance of this activity will continue to grow.

COORDINATION: Coordination with the Office of Finance obviously would be required, but this has not been attempted because of the short deadline involved in the submission of the FY 78 objectives. Coordination with the Office of Logistics also would be required in so far as office space is concerned.

GOAL: This objective supports the Directorate goal for improving the effectiveness of its activities.

ADMINISTRATIVE - INTERNAL USE ONLY

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ATTACHMENT

OP-24-78

OBJECTIVE AND ACTION PLAN

OBJECTIVE	OFFICE	RESPONSIBLE	FY	RESOURCE ESTIMATE	PERIOD	STATUS
OBJECTIVE	PERS/CD/SRB		MYR	DOLLARS		
A-17-77			77	.13 \$3,250	OCT - NOV	=
					DEC - JAN	<
					FEB - MAR	<
					APR - MAY	<
					JUN - JUL	<
					AUG - SEP	

By the end of FY 1977 produce for distribution to Personnel Officers and Directorate Management Staffs a booklet indicating in detail information available through the Statistical Reporting Branch.

ACTION PLAN (Milestones)	COMPLETION MONTH: SCHEDULED O; ACTUAL X											
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Survey and collect all of the information which is available in SRB which would be of interest to personnel officers or management staffs.		O										
Determine the best format for the booklet- It should show the collected information in clear concise terms.			O	--	--	(1) O	--	--	(2) O	--	(3) O	
Prepare the booklet in draft.						O	--	--	--	--	O	O
Submit copies of the draft for examination, reaction and edit.							O	--	--	--	--	O
Write final version of the booklet.	--	O							O	--	--	--
Submit final to LOG/P&P.	--	--	O							O	--	--
Issue the booklet to all personnel officers and management staff.	--	--	--	O							O	--

OP-17-77